

September 9, 2009

Brian Bunker, PE
Parametrix
4660 Kitsap Way, Suite A
Bremerton, WA 98312

Subject: Bremerton Gasworks Brownfield Site–Brownfields Assessment Grant Support

Dear Mr. Bunker:

This letter contract provides for services to be performed by Parametrix as presented in the attached Exhibit A scope of work, budget and schedule. The work will be on a time and materials basis as identified in the attached Schedule A with a fee not to exceed \$12,097.

If Parmetrix agrees to the above terms, please indicate acceptance by signing below where indicated. If you have any questions or concerns, please contact Lynn Price at (360) 473-5272.

Sincerely,

Phil Williams
Director of Public Works and Utilities
City Of Bremerton

Parametrix. agrees to the above terms:

Parametrix

By: _____
Brian Bunker, PE

EXHIBIT A – SCOPE OF WORK, BUDGET, AND SCHEDULE

City of Bremerton Bremerton Gasworks Brownfield Site Brownfields Assessment Grant Support

SCOPE OF WORK

This scope of work describes services to be performed by Parametrix in support of the City of Bremerton's Targeted Brownfields Assessment Grant for the Bremerton Gasworks Site. The objective of the work is to provide an appropriate cleanup approach, cost estimate, and potential funding scenarios for the site using existing information developed for the site under the grant. An additional objective is to provide support for public involvement activities per the grant's Community Relations Plan.

Activities to be completed under this scope of work include:

Task 1 Project Management and Administration

Goal: To provide for overview and direction of task activities in a manner that allows for the delivery of the project in accordance with the scope, budget, and schedule.

Approach: Specific work elements will include:

- A combination of in-house review and monthly progress reports will be used to deliver elements of work described in this scope of work.

Deliverables: Parametrix anticipates the following work products for this task:

- Routine correspondence, schedule and budget updates, status reports on progress of work.

Assumptions: The task budget is based on the following assumptions:

- Project management and administration tasks will be performed through the project period, which will end December 31, 2009.

Task 2 Cleanup Memorandum and Cost Estimate

Goal

To develop a comprehensive and feasible approach for site cleanup based on the current state of environmental knowledge at the site. An estimate of cleanup costs and a description of potential funding sources will also be included.

Approach

Parametrix will perform the following elements:

- Review existing Phase I and Phase II ESA reports for the site.
- Contact the Department of Ecology for discussions regarding appropriate cleanup approaches and potential grant opportunities.
- Research other grant/funding opportunities.
- Perform a site reconnaissance.
- Develop a preferred cleanup approach and associated cost estimate. The preferred cleanup approach will be based on site conditions and professional judgment.
- Prepare a brief memorandum describing the results of the above activities.

Deliverables

The following will be provided:

- Draft and final versions of a Cleanup Memorandum.

Assumptions

The budget for this task is based on the following assumptions. Changes to these assumptions may require modification of the budget.

- A formal feasibility study for cleanup alternatives will not be performed.
- Only one revision of the draft memo will be required for finalization.

Task 3 Fact Sheet, Quarterly Report, and Public Meeting

Goal

To support public involvement activities under grant.

Approach

Parametrix will perform the following elements:

- Prepare all remaining required quarterly/MBE/WBE reports (3) for City submittal to EPA. The final quarterly report will include a summary of all project activities including the preferred cleanup approach and cost estimate developed under Task 2.
- Prepare and mail a fact sheet describing project activities to date and advertising the closeout public meeting. It is anticipated that the public meeting will be held in mid December at a City facility. Parametrix shall place a public notice advertising the public meeting at least 1 week prior to the meeting date.
- Attend and conduct the public meeting.

Deliverables

The following will be provided:

- Fact sheet and three quarterly reports (including MBE/WBE reports).

Assumptions

The budget for this task is based on the following assumptions. Changes to these assumptions may require modification of the budget.

- A maximum of 50 fact sheets will be mailed.
- The City shall pay the cost for the newspaper advertisement.

BUDGET

Parametrix will complete the work on a time and materials basis with a fee not to exceed \$12,097. See the attached spreadsheet for a breakdown of costs.

SCHEDULE

It is anticipated that the grant period will be extended until December 31, 2009. All chargeable work will be completed by this date. In addition, all Task 2 work will be completed in time for presentation at the public meeting.

CLIENT: City of Bremerton

PMX #			BILLING MULTIPLIER:	STAFF	Project Manager	Project Scientist	Chemist	CADD	Project Coordinator							TOTAL HOURS	TOTAL COST
255-1896-XXX																	
PHASE	TASK	ORG CODE	3.20	BILL RATES	\$129.00	\$85.00	\$106.00	\$90.00	\$75.00								
1.0			Brownfields Grant Support - Bremerton Gas Works Site														
	1		Project Management			8										8	\$1,032.00
	2		Cleanup Memorandum and Cost Estimate			24	40		8	4						76	\$7,516.00
	3		Fact Sheet, Quarterly Reports, and Public Meeting			8	20			10						38	\$3,482.00
Labor Subtotal					40	60		8	14							122	\$12,030.00
In-House Expense			Item	Quantity	Unit Cost	Direct Cost											
			Copies	500	\$0.090	\$45.00											\$45.00
			Stamps	50	\$0.440	\$22.00											\$22.00

Prepared By:

By: Ralph J. Tindelman
9/10/09 (Project Manager)

Reviewed By:

El Davis
(Division Manager)

Table 2 - Summary of Expenses by Category for Report Period: 2-2009

Budget Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Balance
Personnel	\$16,000	\$27,583.05	\$0	\$28,501.42	- \$12,501.42
Supplies	\$500	\$10.48	\$0	\$10.48	\$489.52
Contractual	\$181,500	\$155,361.96	\$0	\$155,913.21	\$25,586.79
Travel	\$2,000	\$1,458.40	\$0	\$1,458.40	\$541.60
Total Direct Charges	\$200,000	\$184,413.89	\$0	\$185,883.51	\$14,116.49
Total Cumulative Expenses	\$200,000	\$184,413.89	\$0	\$185,883.51	\$14,116.49

NEW BAL.
2019.49
0
12097.00
0
14116.49

Attachment: MBE/WBE Utilization Form-Federal for Fiscal Quarter 2 (Jan-Mar, 2009).

AMENDED BUDGET

29,160.51	30,520.91
10.48	
168,010.21	168,010.21
1458.40	
200,000	
200,000	

Date: 08/11/2008

SUMMARY-WORK PLAN BUDGET

TABLE includes only those tasks & activities funded with EPA funds.

1) Project management; 2) Public involvement; 3) Site investigation.

Budget Categories	Task 1 Project Management (reporting, coordination)	Task 2 Public Involvement (fact sheets, newsletters, meeting)	Task 3 Site Characterization , QAPP, ESA, Data analysis, Project Reports	TOTAL
1. Force Labor Actual Budget	^{13,500} \$11,311.58 \$12,500	⁰ \$0 \$2,000	^{16,950} \$16,271.47 \$1,500	⁴⁵⁰ \$27,583.05 \$16,000 (\$11,583.05)
2. Supplies Actual Budget	⁰ \$0 \$0	⁴⁰ \$0 \$250	¹⁰ \$10.48 (USPS) \$250	⁵⁰ \$10.48 \$500
3. Contractual (Contractors, subcontractors, consultants, engineering, analytical) – GeoEngineers, Inc., Parametrx, Inc. (Site Survey), etc. Actual Budget	^{20,500} \$19,355.25 \$10,000	^{3,500} \$0 \$5,400	^{144,000} \$136,006.71 \$166,100	^{168,000} \$155,361.96 \$181,500
4. Travel Actual	^{1,500} \$1,458.40 \$2,000	\$0	\$0	^{1,500} \$1,458.40 \$2,000

Budget		\$0	\$0	
5. Other	\$0	\$0	\$0	\$0
Total	35,500	3,540	160,960	209,000
Actual	\$32,125.23	\$0	\$152,288.66	\$184,413.89
Budget	\$24,500	\$7,650	\$167,850	\$200,000
	(\$7,625.23)			

Balance Remaining: \$15,586.11

Unanticipated/Underestimated Expenditures:

LABOR FORCE (CITY): Admin., Meetings, Contracts/Amendments, Field Activity:
\$11,583.05 (over)

CONTRACTUAL:

GeoEngineers (Prep-Work Plan): \$ 4,285.75 (Invoice 1)
Grant Solutions (Prep-Work Plan): \$ 3,450.00 (\$1,500 + \$1,950)
Parametrix Inc (Topo/Site Survey): \$12,864.30 Unexpected Expense
Land Title Report (Legal): \$ 488.70 Unexpected Expense
Subtotal–Unanticipated Expend: \$32,671.80

Remaining Balance: \$15,586.11